Suggested Template for a Site Visit Review:

Suggested Steps Prior to Submitting a Type 2 Competing Continuation Application

STEP 1	Applications must be assembled and reviewed by SAC. Receive comments and make corrections.
STEP 2	Applications must be evaluated by PAC. Receive comments and make corrections.
STEP 3	Full dress rehearsal by Mock Site Visit Team. Receive comments and make corrections (editorial and grants management review).
STEP 4	Submission, site visit, NANDS, pre-award negotiation, funding.

Sample Agenda for a Type 1 Application Under Review

AGENDA

Name of Grantee Institution

Specialized Neuroscience Research Program (SNRP) or
Special Populations in Research Programs (SPIRP)

Location of Meeting (Building and Room Number)
Details of Courtesy pickup for attendees.

Date and Time	Agenda Topics	Presenter
Month/Day/Year ***[Note: Times below may change based on your individual time schedule.]***		
7:30a.m.-8:00a.m.	Breakfast	
8:00a.m.-8:30a.m.	Closed Executive Session	NINDS Staff & SRA
8:30a.m.-9:00a.m.	Institutional Commitment	*Name of Institutional Official*
	● Long Range Plan for Neuroscience Research at *Name of Institution*	
9:00a.m.-9:45a.m.	SNRP/SPIRP Director's Update	*Name of Director*
	● SNRP/SPIRP Type 1 – Goals and objectives of the program and Scientific and Programmatic Milestones to be completed	
9:45a.m.-10:00a.m.	Questions & Answers	
10:00a.m.-10:30a.m.	SNRP/SPIRP Type 1 – Project 1	*Name of Investigator*
	● *Name of Project 1*	
10:30 a.m.-10:40a.m.	Questions & Answers	

[Repeat for all Type 1 Projects]

Sample Agenda for a Type 2 Application Under Review

AGENDA

Name of Grantee Institution

Specialized Neuroscience Research Program (SNRP) or
Special Populations in Research Programs (SPIRP)

Location of Meeting (Building and Room Number)
Details of Courtesy pickup for attendees.

Date and Time	Agenda Topics	Presenter
Month/Day/Year ***[Note: Times below may change based on your individual time schedule.]***		
7:30a.m.-8:00a.m.	Breakfast	
8:00a.m.-8:30a.m.	Closed Executive Session	NINDS Staff & SRA
8:30a.m.-9:00a.m.	Institutional Commitment ● Long Range Plan for Neuroscience Research at *Name of Institution*	*Name of Institutional Official*
9:00a.m.-9:10a.m.	SNRP/SPIRP Director's Update ● SNRP/SPIRP Type 1 – Scientific and Programmatic Milestones	*Name of Director*
9:10a.m.-9:30a.m.	Questions & Answers	
9:30a.m.-9:40a.m.	SNRP/SPIRP Type 1 – Project 1 ● *Name of Project 1*	*Name of Investigator*
9:40a.m.-10:10a.m.	Questions & Answers	
[Repeat for all Type 1 Projects and then Type 2 Projects]		
End of Day	Tour of Labs and Core Facilities	
End of Day	CLOSED EXECUTIVE SESSION	

Suggested Format for Assembling a Competing Type 2 PHS 398 Application

[Note: "Application Page Numbers" (left column) may vary slightly depending on the number of Projects, Subprojects, Cores, etc. within your personal application. Thus, you may need to adjust page numbers accordingly.]

Application Page Number	Application Form Page Number	Title of Appropriate Form [Note: For the purposes of being reader-friendly, a black bar has been inserted to separate projects, subprojects, cores, etc.]
1	Form Page 1	Face Page (Primary)
2	Form Page 3	Table of Contents
3	Continuation Format Page	Table of Contents continued (if applicable)
		SUMMARY OF PROGRAM PLANS
4	Continuation Format Page	Research Plans
5	Continuation Format Page	Background and Significance
6	Continuation Format Page	Specific Aims
7	Continuation Format Page	Progress Report From Previous Type 1 Project Period (e.g., faculty recruitment, improvements in the procurement system, new research space, seminars, symposia, and workshops, research infrastructure, capacity for neuroscience training and outreach, scientific accomplishments, grant applications submitted, plans for remainder of current budget period, presentations).
8	Continuation Format Page	Program Design and Methods for Proposed Type 2 Project Period
9	Continuation Format Page	Scientific and Administrative Leadership
10	Continuation Format Page	Administrative Structure & Organizational Chart (to include SAC Committee Chairperson, SAC At-Large Members, SNRP Investigators and Collaborators).
11	Continuation Format Page	List of Program Advisory Committee (PAC) members, their institution, title, contact information, and area of expertise.
12	Continuation Format Page	Program Plan Timelines (collaborative research grants, faculty development plans, discretionary funding, neuroscience program committee--lab forums, monthly seminar series, annual symposiums, technical workshops).
13	Continuation Format Page	Faculty Recruitment
14	Continuation Format Page	Institutional Research Environment
15	Continuation Format Page	Overall Description (Abstract) and List of all Performance Sites, followed by copies of all other abstracts included in the application. Should be properly labeled and placed in order as presented in application.
16	Form Page 4	Detailed Budget for Initial Budget Period
17	Form Page 5	Budget for Entire Proposed Period of Support
18	Biographical Sketch Format Page/Continuation Format Page	Biographical Sketch for all PI's only (including collaborators) in alphabetical order.
19	Continuation Format Page	Letters of Institutional Support & Commitment (including PAC and SAC members).
		ADMINISTRATIVE CORE
20	Form Page 2	Description (Abstract), Performance Sites
21	Form Page 2 - continued	Key Personnel, Other Significant Contributors, Human Embryonic Stem Cells
22	Form Page 4	Detailed Budget for Initial Budget Period
23	Form Page 5	Budget for Entire Proposed Period of Support, Justification
24	Continuation Format Page	Continuation of Justification (if applicable)
25-44	Biographical Sketch Format Page/Continuation Format Page	Associated Biographical Sketches – the first sketch should be the PI's, the remaining should follow in alphabetical order. [Note: Maximum 4-page limit for each required sketch. For the purposes of demonstration here, let's say 5 individuals @ 4 pages each.]
45	Resources Format Page	Resources
46	Continuation Format Page	Research Plan [Note: Maximum 25-page limit (i.e., when added together, the total combined number of Research Plan pages for all cores, projects, subcontracts, training component, must not exceed 25 pages).]
		PROJECT 1
47	Form Page 2	Description (Abstract), Performance Sites
48	Form Page 2 – continued	Key Personnel, Other Significant Contributors, Human Embryonic Stem Cells
49	Form Page 4	Detailed Budget for Initial Budget Period
50	Form Page 5	Budget for Entire Proposed Period of Support, Justification
51	Continuation Format Page	Continuation of Justification (if applicable)
52-71	Biographical Sketch Format Page/Continuation Format Page	Associated Biographical Sketches – the first sketch should be the PI's, the remaining should follow in alphabetical order. [Note: Maximum 4-page limit for each required sketch. For the purposes of demonstration here, let's say 5 individuals @ 4 pages each.]

72	Resources Format Page	Resources
73	Continuation Format Page	Research Plan [Note: Maximum 25-page limit (i.e., when added together, the total combined number of Research Plan pages for all cores, projects, subcontracts, training component, must not exceed 25 pages).]
	PROJECT 1 SUBCONTRACT	
74	Form Page 1	Face Page (Optional)
75	Form Page 2	Description (Abstract), Performance Sites
76	Form Page 2 - continued	Key Personnel, Other Significant Contributors, Human Embryonic Stem Cells
77	Form Page 4	Detailed Budget for Initial Budget Period
78	Form Page 5	Budget for Entire Proposed Period of Support, Justification
79	Continuation Format Page	Continuation of Justification (if applicable)
80-99	Biographical Sketch Format Page/Continuation Format Page	Associated Biographical Sketches – the first sketch should be the PI's, the remaining should follow in alphabetical order. [Note: Maximum 4-page limit for each required sketch. For the purposes of demonstration here, let's say 5 individuals @ 4 pages each.]
100	Resources Format Page	Resources
101	Continuation Format Page	Research Plan [Note: Maximum 25-page limit (i.e., when added together, the total combined number of Research Plan pages for all cores, projects, subcontracts, training component, must not exceed 25 pages).]
	PROJECT 2	
102	Form Page 2	Description (Abstract), Performance Sites
103	Form Page 2 - continued	Key Personnel, Other Significant Contributors, Human Embryonic Stem Cells
104	Form Page 4	Detailed Budget for Initial Budget Period
105	Form Page 5	Budget for Entire Proposed Period of Support, Justification
106	Continuation Format Page	Continuation of Justification (if applicable)
107-126	Biographical Sketch Format Page/Continuation Format Page	Associated Biographical Sketches – the first sketch should be the PI's, the remaining should follow in alphabetical order. [Note: Maximum 4-page limit for each required sketch. For the purposes of demonstration here, let's say 5 individuals @ 4 pages each.]
127	Resources Format Page	Resources
128	Continuation Format Page	Research Plan [Note: Maximum 25-page limit (i.e., when added together, the total combined number of Research Plan pages for all cores, projects, subcontracts, training component, must not exceed 25 pages).]
	PROJECT 2 SUBCONTRACT	
129	Form Page 1	Face Page (Optional)
130	Form Page 2	Description (Abstract), Performance Sites
131	Form Page 2 – continued	Key Personnel, Other Significant Contributors, Human Embryonic Stem Cells
132	Form Page 4	Detailed Budget for Initial Budget Period
133	Form Page 5	Budget for Entire Proposed Period of Support, Justification
134	Continuation Format Page	Continuation of Justification (if applicable)
135-154	Biographical Sketch Format Page/Continuation Format Page	Associated Biographical Sketches – the first sketch should be the PI's, the remaining should follow in alphabetical order. [Note: Maximum 4-page limit for each required sketch. For the purposes of demonstration here, let's say 5 individuals @ 4 pages each.]
155	Resources Format Page	Resources
156	Continuation Format Page	Research Plan [Note: Maximum 25-page limit (i.e., when added together, the total combined number of Research Plan pages for all cores, projects, subcontracts, training component, must not exceed 25 pages).]
	PROJECT 3	
157	Form Page 2	Description (Abstract), Performance Sites
158	Form Page 2 - continued	Key Personnel, Other Significant Contributors, Human Embryonic Stem Cells
159	Form Page 4	Detailed Budget for Initial Budget Period
160	Form Page 5	Budget for Entire Proposed Period of Support, Justification
161	Continuation Format Page	Continuation of Justification (if applicable)
162-181	Biographical Sketch Format Page/Continuation Format Page	Associated Biographical Sketches – the first sketch should be the PI's, the remaining should follow in alphabetical order. [Note: Maximum 4-page limit for each required sketch. For the purposes of demonstration here, let's say 5 individuals @ 4 pages each.]
182	Resources Format Page	Resources
183	Continuation Format Page	Research Plan [Note: Maximum 25-page limit (i.e., when added together, the total combined number of Research Plan pages for all cores, projects, subcontracts, training component, must not exceed 25 pages).]

PROJECT 3 SUBCONTRACT		
184	Form Page 1	Face Page (Optional)
185	Form Page 2	Description (Abstract), Performance Sites
186	Form Page 2 - continued	Key Personnel, Other Significant Contributors, Human Embryonic Stem Cells
187	Form Page 4	Detailed Budget for Initial Budget Period
188	Form Page 5	Budget for Entire Proposed Period of Support, Justification
189	Continuation Format Page	Continuation of Justification (if applicable)
190-209	Biographical Sketch Format Page/Continuation Format Page	Associated Biographical Sketches – the first sketch should be the PI's, the remaining should follow in alphabetical order. [Note: Maximum 4-page limit for each required sketch. For the purposes of demonstration here, let's say 5 individuals @ 4 pages each.]
210	Resources Format Page	Resources
211	Continuation Format Page	Research Plan [Note: Maximum 25-page limit (i.e., when added together, the total combined number of Research Plan pages for all cores, projects, subcontracts, training component, must not exceed 25 pages).]
CORE A		
212	Form Page 2	Description (Abstract), Performance Sites
213	Form Page 2 - continued	Key Personnel, Other Significant Contributors, Human Embryonic Stem Cells
214	Form Page 4	Detailed Budget for Initial Budget Period
215	Form Page 5	Budget for Entire Proposed Period of Support, Justification
216	Continuation Format Page	Continuation of Justification (if applicable)
217-236	Biographical Sketch Format Page/Continuation Format Page	Associated Biographical Sketches – the first sketch should be the PI's, the remaining should follow in alphabetical order. [Note: Maximum 4-page limit for each required sketch. For the purposes of demonstration here, let's say 5 individuals @ 4 pages each.]
237	Resources Format Page	Resources
238	Continuation Format Page	Research Plan [Note: Maximum 25-page limit (i.e., when added together, the total combined number of Research Plan pages for all cores, projects, subcontracts, training component, must not exceed 25 pages).]
CORE B		
239	Form Page 2	Description (Abstract), Performance Sites
240	Form Page 2 - continued	Key Personnel, Other Significant Contributors, Human Embryonic Stem Cells
241	Form Page 4	Detailed Budget for Initial Budget Period
242	Form Page 5	Budget for Entire Proposed Period of Support, Justification
243	Continuation Format Page	Continuation of Justification (if applicable)
244-263	Biographical Sketch Format Page/Continuation Format Page	Associated Biographical Sketches – the first sketch should be the PI's, the remaining should follow in alphabetical order. [Note: Maximum 4-page limit for each required sketch. For the purposes of demonstration here, let's say 5 individuals @ 4 pages each.]
264	Resources Format Page	Resources
265	Continuation Format Page	Research Plan [Note: Maximum 25-page limit (i.e., when added together, the total combined number of Research Plan pages for all cores, projects, subcontracts, training component, must not exceed 25 pages).]
TRAINING COMPONENT		
266	Form Page 2	Description (Abstract), Performance Sites
267	Form Page 2 - continued	Key Personnel, Other Significant Contributors, Human Embryonic Stem Cells
268	Form Page 4	Detailed Budget for Initial Budget Period
269	Form Page 5	Budget for Entire Proposed Period of Support, Justification
270	Continuation Format Page	Continuation of Justification (if applicable)
271-290	Biographical Sketch Format Page/Continuation Format Page	Associated Biographical Sketches – the first sketch should be the PI's, the remaining should follow in alphabetical order. [Note: Maximum 4-page limit for each required sketch. For the purposes of demonstration here, let's say 5 individuals @ 4 pages each.]
291	Resources Format Page	Resources
292	Continuation Format Page	Research Plan [Note: Maximum 25-page limit (i.e., when added together, the total combined number of Research Plan pages for all cores, projects, subcontracts, training component, must not exceed 25 pages).]
2793	Checklist Form Page	Checklist
294	Personal Data Form Page	Personal Data on Principal Investigator/Program Director
295	No form page. Do not number Appendix.	Appendix (Caution: Do not intermingle appendix materials with the application.)

How to Appropriately Document Consortium/Contractual Direct and F&A *(formerly indirect)* Costs on the PHS 398 Application Form Page 4

As you may be aware, an NIH Guide announcement went out on November 2, 2004 providing guidance on current revisions to the PHS 398 grant application for submission/receipt dates on or after December 1, 2004 (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-006.html). One of the noted changes is as follows:

"Form Pages 4 and 5: Budget pages have been modified to implement the broader application of the policy on Direct Cost Limitations (e.g., excluding consortium/contractual F&A costs when determining eligibility for any application with a direct cost limitation.) Specifically, the "Consortium/Contractual Direct Costs" budget row has been moved to above the "Subtotal Direct Costs" line. Instructions have been revised to implement the new policy.**"**

For your convenience, I have created a mock Form Page 4 using arbitrary (simplified) numbers below to help with understanding how to appropriately document the facilities and administrative costs on the Form Page 4:

Project 1:

PERSONNEL		$	165,000
CONSULTANT COSTS		$	0
EQUIPMENT		$	15,000
SUPPLIES		$	60,000
TRAVEL		$	10,000
PATIENT CARE COSTS		$	0
ALTERATIONS AND RENOVATIONS		$	0
OTHER EXPENSES		$	15,000
CONSORTIUM/CONTRACTUAL COSTS	DIRECT COSTS	$	130,000
SUBTOTAL DIRECT COST FOR INITIAL BUDGET PERIOD *(Item 7a, Face Page)*		**$**	**265,000**
CONSORTIUM/CONTRACTUAL COSTS	F&A COSTS	$	50,000
TOTAL DIRECT COSTS FOR INTITIAL BUDGET PERIOD *(Item 7a, Face Page)*		**$**	***395,000**

Project 1 Consortium:

CONSORTIUM/CONTRACTUAL COSTS	DIRECT COSTS	$	130,000
SUBTOTAL DIRECT COST FOR INITIAL BUDGET PERIOD *(Item 7a, Face Page)*		**$**	**130,000**
CONSORTIUM/CONTRACTUAL COSTS	F&A COSTS	$	50,000
TOTAL DIRECT COSTS FOR INTITIAL BUDGET PERIOD *(Item 7a, Face Page)*		**$**	**130,000**

***Note:** The "**TOTAL DIRECT COST FOR INTITIAL BUDGETE PERIOD**" of ***$395,000** highlighted in yellow above includes **Project 1** Direct Costs of **$265,000** and **Project 1 Consortium** Direct Costs of **$130,000**, which excludes the $50,000 consortium facilities and administrative costs. For the purposes of meeting the policy on Direct Cost Limitations, the face page of the application, specifically "**Item 7a**", should only include total direct costs from each project, consortium, core, etc.

Suggested Outline and Contents of an Appropriately Assembled Notebook for Site Visit Reviewers

I. OUTLINE

- Cover Page
- Agenda
- Table of Contents (based on your individual proposals, utilize the following as a guide):

  - Institutional Update [*Tab 1*]
  - Program Director's Update [*Tab 2*]
  - Project 1 [*Tab 3*]
  - Project 1 Subcontract [*Tab 4*]
  - Project 2 [*Tab 5*]
  - Project 2 Subcontract [*Tab 6*]
  - Project 3 [*Tab 7*]
  - Project 3 Subcontract [*Tab 8*]
  - Core A [*Tab 9*]
  - Core A Subcontract [*Tab 10*]
  - Core B [*Tab 11*]
  - Core B Subcontract [*Tab 12*]
  - Training Component [*Tab 13*]
  - Continue by following the outline above, adding tabs for additional projects, subcontracts, cores, etc.

II. CONTENTS

Cover Page

- Clearly indicate name of primary grantee institution, followed by name of collaborating institutions.

Agenda

- Clearly delineate agenda items (i.e., title of meeting, date(s) of meeting, agenda topics, name of presenters, breaks, lunch, details of courtesy pickup for attendees). In advance of the meeting, make sure you e-mail the "finalized" agenda to all appropriate recipients. A successful meeting is one that runs smoothly within the timelines presented by the agenda. (See earlier sample agenda).

Table of Contents

- See above.

Institutional Update *[Tab 1]*

- Brief biography(ies) (with picture if possible) of supporting institutional official(s).
- Copy of "Institutional Update" slides to include:
  - **Title Page**
    - ▷ Name of Grantee Institution
    - ▷ Institute Logo
    - ▷ Date of Site Visit Review
    - ▷ Name of Supporting Institutional Official and Institute Title
  - **Mission of Grantee Institution**
  - **Matrix**
    - ▷ Highlight Institutional Diversity Stats (e.g., % of graduate students)
    - ▷ Highlight How Your Institution Compares with Other Institutions
  - **List Grantee Institution Research Focus Areas**
  - **List SNRP/SPIRP Research Focus Areas and Recruitment Status**
    - ▷ Basic, Translational, Clinical Neuroscience (include names of individuals)
    - ▷ Training (e.g., students, M.D., Ph.D.)
  - **List Current Resources**
    - ▷ List all Performance Sites (including VA facilities & foreign sites)
    - ▷ List Faculty, Staff, and Trainee Office Space
    - ▷ List Conference Rooms
  - **List Planned Alterations and Renovations and Target Dates (if applicable)**
  - **Include Current Office of Research Organizational Chart**
  - **Copies of any associated letters of communication.**

Program Director's Update *[Tab 2]*

- Brief biography (with picture if possible) of SNRP/SPIRP Program Director.
- Copy of "Program Director's Update" slides to include:

- **Title Page**
  - ▷ Distinguish whether SNRP/SPIRP Program
  - ▷ Name of Grantee Institution
  - ▷ Institute Logo
  - ▷ Name of Program Director and Institute Title
- **Program Director Vision**
- **Mission of Neuroscience Center**
- **List SNRP/SPIRP 1 Research Focus Areas**
- **Delineate Elements of the SNRP/SPIRP 1 Program**
  - ▷ Collaborative Projects
  - ▷ Administrative Support
  - ▷ PAC & SAC Membership
  - ▷ Technical Workshops
  - ▷ Monthly Neuroscience Seminar Series
  - ▷ Attendance at Neuroscience Conference(s) or Symposium(s)
- **List of Specific Aims of SNRP/SPIRP 1 Program**
- **Matrix (Scientific Productivity)**
  - ▷ Delineate Whether Achieved or Did Not Achieve Specific Aims
  - ▷ Success or Failure of Collaborations
  - ▷ Number and Type of Applications Submitted
  - ▷ Number of Submitted Applications Scored and Unscored, and by Whom
  - ▷ Number of Papers Published and Timeline (i.e., during what budget period)
  - ▷ Account of Administrative, Diversity and Disability Supplements
  - ▷ Account of Equipment Utilized and Equipment Acquired During SNRP/SPIRP 1
  - ▷ Account of Unique Resource/Integration into the Extramural Research Community
  - ▷ Number of Recruits (Neuroscience or Otherwise)
- **Matrix (Terms and Conditions)**
  - ▷ Account of SAC Quarterly Minutes
  - ▷ Account of Monthly Seminars & Guest Speakers
  - ▷ Productivity of PAC
  - ▷ Timeliness of 60-Day Report and Implementation Plan
  - ▷ Account of Principal Investigator and Collaborator Visits
  - ▷ Account of Posters and Presentations
  - ▷ Account of Techniques & Technology Transfer
  - ▷ Account of Training in the Responsible Conduct of Research and Ethics
    - ▶ Intellectual Property Rights
    - ▶ Care and Use of Animals In Research
    - ▶ Authorship Practices
    - ▶ Humans In Clinical Research
    - ▶ IRB Compliance Issues
    - ▶ Data Management
    - ▶ Scientific Misconduct
    - ▶ Mentoring and Supervision
  - ▷ Other Terms and Conditions as applicable.
- **Delineate Progress of each SNRP/SPIRP Principal Investigator/Collaborator and Milestones Achieved**
  - ▷ Success or Failure of Collaboration
  - ▷ Number of Principal and Collaborator Visits
  - ▷ Number of Papers and Publications (Submitted, Scored, Unscored, Published)
  - ▷ Number of Posters & Presentations
  - ▷ Number of Applications Submitted and What Type (e.g., research, career development, training)
  - ▷ Specific Techniques & Technology Transfer
  - ▷ Completion of Research & Ethics Training
  - ▷ Equipment Utilized and Acquired
  - ▷ Unique Resources/Integration into the Extramural Community
  - ▷ Administrative, Diversity & Disability Supplement(s)
- **Delineate Specific Aims for SNRP/SPIRP Type 2**
- **Delineate Type 2 Application Components**
  - ▷ Administrative Core
  - ▷ Projects
  - ▷ Collaborative Subprojects
  - ▷ Core(s)
  - ▷ Training Component
  - ▷ List of PAC & SAC Members, their Expertise, and Potential Recruits
- **Indicate Current Resources**
  - ▷ List all Performance Sites (including VA Facilities & Foreign Sites)
  - ▷ List Faculty, Staff, and Trainee Office Space
  - ▷ List Available Seminar and Conference Rooms
- **Delineate Planned Alterations & Renovations (if applicable)**
- **Copy(ies) of Documentation (e.g., Agenda) of Completed Workshops, Seminars, Conferences**

- **Letter of regret for those significant SNRP/SPIRP individuals (including PAC/SAC members) who are not able to attend the SNRP/SPIRP site visit review.**
- **Acceptance letters from those agreeing to serve as a PAC and SAC members.**
- **Biographical sketches for all potential key personnel.**

Project 1 *[**Tab 3**]*

- Brief biography (with picture if possible) of Project 1 Principal Investigator.
- Copy of Project 1 slides to include:
  - **Title of Project**
  - **Progress from SNRP/SPIRP 1 Funding (if applicable) and Acknowledgements**
  - **Delineate Aims and Goals for SNRP/SPIRP 2**
  - **Summary of Published Data Relative to SNRP/SPIRP Initiatives**
  - **Planned Use of Available Equipment and Resources.**
  - **Delineate Ongoing Research.**
- Copy of Biographical Sketches for all Project 1 Key Personnel.
- Copy of Significant Published Papers for Project 1.

Project 1 Subcontract (if applicable) *[**Tab 4**]*

- Same as Tab 3 above.

NOTE: Continue tabbing each additional project, subproject, core, etc., relevant to your proposed application.

Background, Purpose, and Review of a Type 1 Application:

Background:

The goal of the SNRP/SPIRP programs is to augment and strengthen the research capabilities of faculty, students, and fellows at minority institutions by supporting the development of new, or the enhancement of ongoing, basic and clinical neuroscience research programs, and by developing the necessary infrastructures of these programs.

The NINDS released the first request for applications for Specialized Neuroscience Research Programs in 1999, and has funded several SNRP/SPIRP programs throughout the United States. The funding mechanisms that are used for these programs are U-grants or cooperative agreements. Cooperative agreements allow the NINDS to partner with these extramural institutions to meet the goals and objectives of the programs. Each SNRP/SPIRP is evaluated by a special emphasis panel with specific knowledge and understanding of the goals of the program.

In an effort to improve the success of these programs, NINDS has established specific criteria for the program and its investigators. These include the following: (1) the principal investigator, who serves as the SNRP Director, should be an established investigator in the area of neuroscience research with a well documented record of research accomplishments and administrative skills to direct a neuroscience research program and train junior faculty. In the event that an Associate or Co-Director is included, the respective responsibilities and qualifications of the Associate Director and or Co-Director should be clearly elucidated in the application. (2) each investigator should have completed two or more years of postdoctoral neuroscience research, and must have a full-time faculty appointment at the applicant institution, (3) the application should show clear collaborations between the applicant Institution and other external collaborators, (4) Collaborating investigators should have independent NIH or NSF research funding, (5) the collaborating organization should be in the U.S., its possessions, or its territories, (6) the application should demonstrate a clearly defined administrative structure within the Institution to oversee this program.

The key elements of each SNRP/SPIRP include the following: (1) SNRP/SPIRP director, (2) one or more neuroscience investigators who devote 50% of their time to the program, (3) collaborations with external investigators, (4) strong institutional support of the program and investigators, (5) administrative core, (6) training core, (7) program advisory committee (PAC), and (8) scientific advisory committee (SAC).

Each year the SNRP/SPIRP and NINDS develop and commit to several specific short-term and long-term objectives for the program through a letter of agreement. These may include but are not limited to a specific number of publications and presentations, additional training of SNRP/SPIRP personnel, hiring of new SNRP/SPIRP personnel, modifications in institutional support for the program, technology transfer with outside collaborations, changes in the director or administration of the SNRP/SPIRP, and changes in the composition of the scientific and program advisory committees.

Each SNRP/SPIRP program undergoes a scientific review of the program quarterly (SAC review) and an extensive and critical review of the program on an annual basis (PAC review).

Prior to submission of the grant application, the NINDS encourages each SNRP/SPIRP to undergo a mock review of their application identical to the review that will be conducted by the special emphasis panel.

Purpose:

The primary objective of the **initial** mock review process is to evaluate the grant application prior to submission.

Review Categories:

- Grantee Institution
- SNRP/SPIRP Director (individual responsible for the overall conduct and administration of the program)
- Type 1 primary investigators (new primary investigators that will be required to apply for independent funding at year 3 of the grant)
- Type 1 collaborators (external NIH funded investigators who were chosen to collaborate with the type 1 primary investigators to develop collaborative projects and to publish their results)
- Program Advisory Committee
- Training Core and Program
- Program Budget

Criteria and Questions for a Type 1 Application

Grantee Institution:

- What is the institutional support for the proposed program, including the commitment of resources and the guarantee of faculty time available for research?
- Are the existing facilities adequate to support the SNRP/SPIRP program?
- Are their plans for their further development of the existing facilities?
- What is the quality of the scientific and intellectual milieu for conducting the research, and plans for further development?
- Are there specific issues regarding the institution that be addressed prior to submission of the renewal application?

SNRP/SPIRP Director:

- What are the scientific accomplishments for the SNRP/SPIRP director?
- What are the programmatic accomplishments outlined for the next 5 years?
- Will the scientific and administrative leadership skills of the program director aid in the development of the program to its fullest potential?

- Are there specific weakness in the SNRP/SPIRP directors scientific and administrative leadership abilities that should be addressed prior to submission of the grant application?

Type 1 Primary Investigators (criteria for each investigator):

- What is the significance of the current project? (See sample template on how the introduction, specific aims, and background should be written).
- Is the study design and approach scientifically sound?
- Is the study innovative?
- Does the investigator have the expertise and fortitude to complete the study?
- Is the research environment at the institution adequate to allow for conduct of the study?
- What is the likelihood that the investigator will produce publications and preliminary data needed to be competitive for a traditional research grant during the performance period of the award?
- What is the likelihood that the new investigator will receive independent funding at year 3 of the renewal project?
- Is there specific weakness in the project or primary investigator's abilities that should be addressed prior to the renewal application?

Type 1 Collaborators (criteria for each collaborator):

- Does the proposed scientific collaboration strengthen the research capabilities of the primary investigator at the SNRP/SPIRP institution?
- What is the likelihood that the collaborator will produce the publications and preliminary data needed to be allow the primary investigator to be competitive for a traditional research grant during the performance period of the award?
- Is there specific weakness in the project or collaborator's abilities that should be addressed prior to submission of the renewal application?

Program Advisory Committee:

- Will the currently proposed PAC be able to provide a critical scientific and programmatic review of the program?
- Are their issues with the composition or functions of the PAC that should be addressed prior to submission of the renewal application?

Training Core and Program:

- What are the plans for the development and training of students and fellows in neuroscience?
- Is the training program to develop students and fellows adequate?
- Are their issues with the training core administration or program that should be addressed prior to submission of the renewal application?

Program Budget:

- Is the program budget reasonable to meet the goals and objectives of the program?
- Are their modifications to the budget that should be completed prior to submission of the renewal application?

Preparation of Key Participants for a Type 1 Application		
SNRP/SPIRP Representative	**Information to be provided**	**Review Criteria for Committee**
NINDS Representative	Overview of the Mock Review Process and review criteria of the Special Emphasis Panel.	
Institutional Representative	Information on support over the last 5 years and support for the future. Vision for the neurosciences at the university and how the SNRP will help achieve this. Concrete commitments by the University (i.e., infrastructure, positions, release time, etc.)	The institutional support for the proposed program, including the commitment of resources and the guarantee of faculty time available for research. The adequacy of existing facilities and plans for their further development. The quality of the scientific and intellectual milieu for conducting the research, and plans for further development.
Program Director	Information on scientific and programmatic accomplishments of the program for the next 5 years. Discussion of type I investigators and future projects. The plans for oversight and monitoring of progress during the performance period of the award, and the criteria to be used to measure progress. How will Type 1 investigators be supported to independence?	Scientific accomplishments (e.g. publications, presentations, grant applications, etc.) Programmatic accomplishments (e.g. infrastructure improvements, technique transfer, recruitment, administrative improvements, etc.) The scientific and administrative leadership and ability of the program director, and his/her commitment to guide the development of the program to its fullest potential.
Type 1 Investigators	Information on new project as it relates to the following criteria: (1) Significance; (2) Approach; (3) Innovation; (4) Investigator; and (5) Environment. The nature and extent of research collaborations.	Evaluation of the feasibility, promise and potential of the new investigator. The reviewers will evaluate these projects using the standard NIH review criteria: (1) Significance; (2) Approach; (3) Innovation; (4) Investigator; and (5) Environment (detailed above). The likelihood that applicant investigators will produce the publications and preliminary data needed to be competitive for a traditional research grant during the performance period of the award.

Background, Purpose, and Review of a Type 2 Application:

Background:

The goal of the SNRP/SPIRP programs is to augment and strengthen the research capabilities of faculty, students, and fellows at minority institutions by supporting the development of new, or the enhancement of ongoing, basic and clinical neuroscience research programs, and by developing the necessary infrastructures of these programs.

The NINDS released a request for applications for Specialized Neuroscience Research Programs in 1999, and has funded several SNRP/SPIRP programs throughout the United States. The first phase of funding for these programs has been completed (5 years of funding), and now several of these programs are applying for renewal funding (5 more years). The funding mechanisms that are used for these programs are U-grants or cooperative agreements. Cooperative agreements allow the NINDS to partner with these extramural institutions to meet the goals and objectives of the programs. Each SNRP/SPIRP is evaluated by a special emphasis panel with specific knowledge and understanding of the goals of the program.

In an effort to improve the success of these programs, NINDS has established specific criteria for the program and its investigators. These include the following: (1) the principal investigator, who serves as the SNRP Director, should be an established investigator in the area of neuroscience research with a well documented record of research accomplishments and administrative skills to direct a neuroscience

research program and train junior faculty. In the event that an Associate or Co-Director is included, the respective responsibilities and qualifications of the Associate Director and or Co-Director should be clearly elucidated in the application. (2) each investigator should have completed two or more years of postdoctoral neuroscience research, and must have a full-time faculty appointment at the applicant institution, (3) the application should show clear collaborations between the applicant Institution and other external collaborators, (4) Collaborating investigators should have independent NIH or NSF research funding, (5) the collaborating organization should be in the U.S., its possessions, or its territories, (6) the application should demonstrate a clearly defined administrative structure within the Institution to oversee this program.

The key elements of each SNRP/SPIRP include the following: (1) SNRP/SPIRP director, (2) one or more neuroscience investigators who devote 50% of their time to the program, (3) collaborations with external investigators, (4) strong institutional support of the program and investigators, (5) administrative core, (6) training core, (7) program advisory committee (PAC), and (8) scientific advisory committee (SAC).

Each year the SNRP/SPIRP and NINDS develop and commit to several specific short-term and long-term objectives for the program through a letter of agreement. These may include but are not limited to a specific number of publications and presentations, additional training of SNRP/SPIRP personnel, hiring of new SNRP/SPIRP personnel, modifications in institutional support for the program, technology transfer with outside collaborations, changes in the director or administration of the SNRP/SPIRP, and changes in the composition of the scientific and program advisory committees.

Each SNRP/SPIRP program undergoes a scientific review of the program quarterly (SAC review) and an extensive and critical review of the program on an annual basis (PAC review).

In the final year of the grant, each SNRP/SPIRP has the opportunity to apply for a renewal. To aid in the renewal application process, it is recommended that each SNRP/SPIRP undergo a mock review of their application identical to the review that will be conducted by the special emphasis panel.

Purpose:

The primary objective of the **renewal** mock review process is to evaluate the success of the original SNRP/SPIRP program, and to evaluate the renewal application prior to submission.

Review Categories:

- Grantee Institution
- SNRP/SPIRP Director (individual responsible for the overall conduct and administration of the program)
- Type 1 primary investigators (primary investigators that were funded in the original application and according to the letter of agreement with NINDS were required to apply for independent funding at year 3 of the original grant)
- Type 1 collaborators (external NIH funded investigators who were chosen to collaborate with the type 1 primary investigators to develop collaborative projects and to publish their results)
- Type 2 primary investigators (new primary investigators that will be required to apply for independent funding at year 3 of the renewal grant)
- Type 2 collaborators (external NIH funded investigators who were chosen to collaborate with the type 2 primary investigators to develop collaborative projects and to publish their results)
- Program Advisory Committee
- Training Core and Program
- Program Budget

Criteria and Questions for a Type 2 Application

Grantee Institution:

- What is the institutional support for the proposed program, including the commitment of resources and the guarantee of faculty time available for research?
- Are the existing facilities adequate to support the SNRP/SPIRP program?
- Are their plans for their further development of the existing facilities?
- What is the quality of the scientific and intellectual milieu for conducting the research, and plans for further development?
- Are there specific issues regarding the institution that be addressed prior to submission of the renewal application?

SNRP/SPIRP Director:

- What are the scientific accomplishments for the SNRP/SPIRP program for the last 5 years?
- What were the programmatic accomplishments for the last 5 years?
- Did the SNRP/SPIRP achieve the scientific and programmatic goals for the program?
- Did the scientific and administrative leadership of the program director aid in the development of the program to its fullest potential.
- Are there specific weakness in the SNRP/SPIRP directors scientific and administrative leadership abilities that should be addressed prior to submission of the renewal application?

Type 1 Primary Investigators (criteria for each investigator):

- What are the scientific accomplishments for the primary investigator for the last 5 years?
- Is there an adequate plan for the revision and re-submission of their R01 application?
- Should the investigator be supported in the renewal application to allow for re-submission of their R01 application?

Type 2 Primary Investigators (criteria for each investigator):

- What is the significance of the current project? (See sample template on how the introduction, specific aims, and background should be written).
- Is the study design and approach scientifically sound?
- Is the study innovative?
- Does the investigator have the expertise and fortitude to complete the study?
- Is the research environment at the institution adequate to allow for conduct of the study?
- What is the likelihood that the investigator will produce publications and preliminary data needed to be competitive for a traditional research grant during the performance period of the award?
- What is the likelihood that the new investigator will receive independent funding at year 3 of the renewal project?
- Is there specific weakness in the project or primary investigator's abilities that should be addressed prior to the renewal application?

Type 2 Collaborators (criteria for each collaborator):

- Does the proposed scientific collaboration strengthen the research capabilities of the primary investigator at the SNRP/SPIRP institution?
- What is the likelihood that the collaborator will produce the publications and preliminary data needed to be allow the primary investigator to be competitive for a traditional research grant during the performance period of the award?

- Is there specific weakness in the project or collaborator's abilities that should be addressed prior to submission of the renewal application?

Program Advisory Committee:

- Did the PAC provide adequate scientific and programmatic review of the program during the original grant?
- Will the currently proposed PAC be able to provide a critical scientific and programmatic review of the program?
- Are their issues with the composition or functions of the PAC that should be addressed prior to submission of the renewal application?

Training Core and Program:

- What are the plans for the development and training of students and fellows in neuroscience?
- Is the training program to develop students and fellows adequate?
- Are their issues with the training core administration or program that should be addressed prior to submission of the renewal application?

Program Budget:

- Is the program budget reasonable to meet the goals and objectives of the program?
- Are their modifications to the budget that should be completed prior to submission of the renewal application?

Preparation of Key Participants for a Type 2 Application		
SNRP/SPIRP Representative	**Information to be Provided**	**Review Criteria for Committee**
NINDS Representative	Overview of the Mock Review Process and review criteria of the Special Emphasis Panel.	
Institutional Representative	Information on support over the last 5 years and support for the future. Vision for the neurosciences at the university and how the SNRP will help achieve this. Concrete commitments by the University (i.e., structure, positions, release time, etc.)	The institutional support for the proposed program, including the commitment of resources and the guarantee of faculty time available for research. The adequacy of existing facilities and plans for their further development. The quality of the scientific and intellectual milieu for conducting the research, and plans for further development.
Program Director	Information on scientific and programmatic accomplishments of the program for the last 5 years (see terms and conditions of grant for each year). Brief discussion of type I investigators and accomplishments, and discussion of type II investigator and future projects. The plans for oversight and monitoring of progress during the performance period of the award, and the criteria to be used to measure progress. How will Type 1 investigators be supported to independence?	Scientific accomplishments (e.g. publications, presentations, grant applications, etc.) Programmatic accomplishments (e.g. infrastructure improvements, technique transfer, recruitment, administrative improvements, etc.) The scientific and administrative leadership and ability of the program director, and his/her commitment to guide the development of the program to its fullest potential.
Type 1 Investigators	Overview of previous accomplishments for the past 5 years. Information on how additional support will aid in the transition to independent funding. Information on resubmission of application. 5-10 minutes total. Slide show should be standardized.	Adequacy of plan for the revision and re-submission of the R01 application.
Type 2 Investigators	Information on new project as it relates to the following criteria: (1) Significance; (2) Approach; (3) Innovation; (4) Investigator; and (5) Environment. The nature and extent of research collaborations.	Evaluation of the feasibility, promise and potential of the new investigator. The reviewers will evaluate these projects using the standard NIH review criteria: (1) Significance; (2) Approach; (3) Innovation; (4) Investigator; and (5) Environment (detailed above). The

		likelihood that applicant investigators will produce the publications and preliminary data needed to be competitive for a traditional research grant during the performance period of the award.

Sample Template of How the Introduction, Specific Aims, and Background Should Be Written

Introduction:

(Example)….
Many Americans become disabled or die prematurely every year due to poor health and/or disease. These lost lives and lost years of productivity, particularly when younger individuals are affected, create a major financial strain on the economy. With the growing diversity of the United States (US) population, the need to address issues related to health matters, diversity, and disease has become evermore pressing.

Stroke is currently the third leading cause of death in the US, surpassed only by heart disease and cancer, respectively. This disease imparts a devastating impact on individuals, families, and communities. The acute and long-term care for stroke patients and lost productivity consume at least $40 billion dollars annually (Neuro clinics 19:2, May 200). Even more, many of the 4 million stroke survivors who are alive today suffer severe disability and require continued medical care when they are discharged from the hospital.

Geographic and racial disparities in US stroke mortality rates have been known for many years and are well documented. For example, the state of Georgia is within the geographic region of highest stroke mortality characterized as the "Stroke Buckle". However, despite this knowledge, these disparities remain a costly national problem. Solutions of this challenging problem will require a concerted approach that engages investigators, practitioners, and committed community representatives (ref).

The major objective of the *NAME OF SNRP PROGRAM* is to address the disparate stoke burden borne by individuals in the greater Atlanta, Georgia region, by developing a hypothesis-driven prevention program for stroke, thrombosis, and cerebrovascular diseases aimed specifically at high-risk minority populations.

Specific Aims:

Aim 1: To develop…….

Significance: ……

Hypothesis: ……..

Aim 2: To create …….

Significance: ……

Hypothesis: …….

Aim 3: To develop ……..

Significance: ……

Hypothesis: …….

Aim 4: To develop……..

Significance: …….

Hypothesis: ……..

Background and Significance:

(Example)….
In the current issue of *Stroke*, Stansbury et al provide a broad survey of ethnic disparities in stroke. Going beyond the frequently covered topics of incidence and mortality, this selected review of literature published from 1991 to 2003 considers ethnic variations in risk factor profiles, acute care, and the more chronic issues of use of rehabilitation services, functional outcomes, and recurrent stroke prevention. Data are most prevalent regarding black/white differences, allowing for firmer conclusions regarding disparities between these groups than can be drawn regarding other minority groups. Similarly, examination of the more easily and frequently measured variables of incidence and severity yields clearer conclusions, but the authors are to be commended for drawing attention to less well-studied but equally important areas of possible disparity.

The authors focus on race or ethnicity (preferring the latter designation) as a construct primarily characterizing cultural and socioeconomic factors that relate to issues of access, societal discrimination, or behavioral variation more than they do genetics or biology. This seems entirely appropriate given that the biological effects of risk factors and medications are generally consistent across ethnic or racial groups, and the degree of genetic homogeneity within the groups considered is limited.

Peer Review Resources:	
OER Peer Review Policy and Issues	http://grants.nih.gov/grants/peer/peer.htm
Inside the NIH Grant Review Process: A Video on Peer Review at NIH	256K for faster Web connections
Text Version of Mock Peer Review Video	http://www.csr.nih.gov/Video/Inside_the_NIH_Grant_Review_Process.pdf
NIH Guide (10-12-04): NIH Announces New Updated Criteria for Evaluating Research Grant Applications	http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-002.html
PHS 398/2590 Application & Resources:	
PHS 398 Grant Application (09/04)	http://grants.nih.gov/grants/funding/phs398/phs398.html
PHS 2590 Non-Competing Grant Progress Report (09/04)	http://grants.nih.gov/grants/funding/2590/2590.htm
NIH Guide (11-02-04): View Recent Changes	http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-006.html
NIH Grants Policy Statement	http://grants.nih.gov/grants/policy/nihgps_2003/index.htm
Part I: Preparing Your Application	http://grants.nih.gov/grants/funding/phs398/I_Preparing
Part II: Submission & Review of Your Application	http://grants.nih.gov/grants/funding/phs398/II_Submitting
Part III: Policies, Assurances, Definitions	http://grants.nih.gov/grants/funding/phs398/PolAssurDef.pdf
Grant Writing Tips & Sample Applications	http://grants.nih.gov/grants/grant_tips.htm
NIH Welcome Wagon Letter	http://grants.nih.gov/grants/funding/welcomewagon.htm
Requirement for Prior Approval to Submit Applications Over $500,000 Direct Costs	http://deainfo.nci.nih.gov/extra/extdocs/lrggrants.htm
Salary Limitation on Grants, Cooperative Agreements, and Contracts	http://grants.nih.gov/grants/guide/notice-files/NOT-OD-02-030.html
Instructions to Reviewers for Evaluating Research Involving Human Subjects in Grants and Cooperative Agreements	http://grants.nih.gov/grants/peer/hs_review_inst.pdf
Applicants New to NIH	http://grants.nih.gov/grants/useful_links.htm
Standard Receipt Dates	http://grants.nih.gov/grants/funding/submissionschedule.htm